



**DISTRICT OF COLUMBIA
OFFICE OF ADMINISTRATIVE HEARINGS**
441 4TH STREET, NW, SUITE 450 NORTH
WASHINGTON, DC 20001-2714



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_____ Petitioner(s), v. _____ Respondent(s)	Case No(s).: _____
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Request for a New Hearing (“I missed my hearing”)

*You may use this form to ask the Administrative Law Judge to schedule a new hearing date. Use an additional page if needed. You must send a copy of your request to the other party and **complete the attached Certificate of Service.***

Party Name: _____ Representative (if party has one): _____

Address: _____ Address: _____

_____ Ward: _____

Telephone: _____ Telephone: _____

Email: _____ Email: _____

I consent to receive documents by email (OAH Rule 2841.16) I consent to receive documents by email (OAH Rule 2841.16)

Date of missed hearing: _____

In the space below, explain why you missed your hearing:

In the space below, explain any additional information about the facts of your case, if you have any:

Name of person preparing request: _____

Signature: _____ Date: _____

Certificate of Service

I have sent a copy of the attached documents to the other party(s) in this case. They are listed below:

Name: _____

Method of Delivery:

Address: _____

Mail Commercial Carrier Hand Delivery

Fax, to: _____

Date sent: _____

Email, to: _____

(Email is allowed only if the party has agreed in writing)

Name: _____

Method of Delivery:

Address: _____

Mail Commercial Carrier Hand Delivery

Fax, to: _____

Date sent: _____

Email, to: _____

(Email is allowed only if the party has agreed in writing)

If you sent documents to more than two people, provide the above information for the additional people on a separate sheet of paper.

Name of person providing information: _____

Signature: _____ Date: _____